

TABLE OF CONTENTS

TOPIC	Page No.
Purpose	1
Introduction	1
Sources of assistance	1
Determining when to use aircraft	2
Determining the type of aircraft to use	2
Determining the need for employee personal protection equipment and special employee training	3
Aircraft accidents	3
Collateral duty aviation officer responsibilities and training requirements	3
Procurement and payment for aircraft services	4
Operation guidelines	4

Attachments

Attachment 1 - List of Minneapolis Area Aviation Personnel
Attachment 2 - OAS- I 10 Travel Cost Analysis
Attachment 3 - Example completed OAS-23 Form and Instructions
Attachment 4 - Rental aircraft source list for Minnesota,
Wisconsin, and Michigan

Attachment 5 - Example aircraft data card

Attachment 6 - Example pilots I.D. card

Attachment 7 - Incident Accident/Form

I Purpose:

This plan was developed to inform Agency and Area personnel of Bureau and Department of the Interior Aviation policy and requirements, and to provide procedures on the use of aircraft and identify personnel who can assist on aviation matters.

II Introduction:

Even though many people in the Agencies and Minneapolis Area do not use aircraft often, there is or may be occasional use in conjunction with wildfire detection, wildfire suppression, resource management projects or point to point administrative travel. Infrequent aviation users in the Bureau are more likely than frequent users to have problems because of their lack of familiarity with policy and procedural requirements. Primary points addressed by this plan is to help infrequent users avoid such problems include policy and procedural guidance on:

- a. Determining when to use aircraft.
- b. Determining the type of aircraft to use.
- c. Determining whether the flight or aviation activity will require personal protective equipment and special employee training.
- d. Aircraft accidents.
- e. Collateral duty Area/Agency Aviation Officer responsibilities and requirements.
- f. Procurement of and payment for aircraft services.
- g. Operation guidelines .

III. Sources of Assistance:

If and employee has questions regarding the use of fixed or rotor wing aircraft or otherwise needs help planning a project involving aviation, they should contact:

- A. First point of contact is the Agency Aviation Officer.
- B. Second point of contact is the Area Aviation Officer.
Phone: (XXX) XXX-XXXX,
- C. Third point of contact is the Regional Aviation Officer.
Phone: (XXX) XXX-XXXX
- D. Fourth point of contact is the National Aviation Program Office at the National Interagency Fire Center
Phone: (208) 387-5371
- E. Fifth point of contact is the Office of Aircraft Services
Phone: (XXX) XXX-XXXX

IV Policy and Procedure:

- a. Determining when to use aircraft - The determination of whether to use aircraft is largely based on economics.

When for transportation, the cost of rental or charter aircraft should be less than commercial airlines or other means of travel (e.g. government or private vehicle). It is legitimate to include the cost of lost employee work time while in travel status when comparing between costs of rental aircraft and transportation alternatives. For this reason, charter air travel can sometimes be justified in spite of having higher costs than other means of transportation. A rule of thumb is that rental aircraft are usually cheaper for one or two day trips when three or more employees are traveling the same itinerary.

When used for program project work (e.g. lease compliance, law enforcement surveillance, etc.), the cost of using aircraft should be less than alternative means of accomplishing the work or there must be a determination that there are no alternatives to using aircraft to do the work required to accomplish project objectives.

Regardless of whether aircraft are used for transportation or for project work, the advantage to the government from their use must be documented. For this reason, the OAS- 1 10 Form for Travel Cost Analysis (Attachment 2) should be completed before each flight and retained in Agency or Area files.

- b. Determining the type of aircraft to use - Any aircraft used by Department of the Interior employees must be "carded" by the Office of Aircraft Services (OAS) or the U.S. Forest Service (USFS). The same is true for pilots. Any pilot used by Department of the Interior employees must be "carded" by OAS or USFS. OAS inspects aircraft and pilots to ensure that they meet DOI standards before "carding" them for special use. OAS publishes and distributes rental aircraft source lists that identify where "carded" operators are located. The Regional, Area, and Agency Aviation Officers receive rental aircraft source lists from OAS and should be contacted to determine the closest vendors. If neither the Regional, Area, or Agency Aviation Officers can be contacted to help find a suitable vendor, the Regional OAS Office will assist you.

In addition to requiring OAS or USFS approved vendors, users must make sure they get the right type of aircraft for project. Twin engine aircraft rent for \$250.00 to \$500.00 plus per hour and single engine for \$150.00 to \$225.00 per hour. Some aircraft have good slow flight characteristics and are good for reconnaissance and mapping and some do not; some carry eight passengers and some 2; some are IFR capable and some are not; etc. Every project or trip will have factors that make a certain type and size of aircraft more suitable than other aircraft. It is essential to get an aircraft that is suited for the project or trip at the best price possible, The Regional, Area, or Agency Aviation Officers should be contacted when assistance is needed to help acquire aircraft.

- C. Determining the need for employee Personal Protective Equipment (PPE) and special employee training - Bureau employees who ride in aircraft engaged in special use activities are required to wear PPE and complete a four hour course in basic aviation safety. Special use activity includes flying below 500 feet above ground level (AGL) for extended periods of time (e.g. livestock survey, lease compliance, fire reconnaissance, etc.), performing take offs and landings from unimproved landing strips and other operations (reference: 351 DM 1 Section 1.7 Special Use).

The Regional, Area, or Agency Aviation officer must be contacted for assistance if there is any question on whether a project involves special use activities. They will determine if the project involves special use flying and if so, help plan the project and arrange to provide required PPE and basic aviation safety training.

- d. Aircraft Accidents - In the unlikely event that there is an aircraft crash on an Area/Agency project, the following actions should be initiated:

1. Provide victims first aid and care as necessary.
2. Secure the accident scene and protect property. Do not move any object unless necessary for survival.
3. Notify the OAS Aviation Safety Manager immediately, then the Agency, Area, and Regional Aviation Officers and the Bureau's National Aviation Program Manager at NIFC.

The OAS has Safety staff that can be contacted regarding any aircraft accident/serious aircraft incident 24 hours a day at 1-888-464-7427.

- e. Collateral duty aviation officer responsibilities and training requirements The primary responsibility of the Area and Agency Aviation Officers is to serve as the local staff consultant and coordinator for aviation matters. The Aviation Officer should maintain up-to-date copies of the Department of the Interior and Bureau of Indian Affairs Aviation Manuals and a file of OAS 1 10's, Travel Cost Analysis forms, OAS-23's from past flight, and a completed Aircraft Pre-Accident Plan.

Aviation Officers are required an OAS sponsored Aviation Management Seminar once every three years to keep

current on Departmental policy, standards, and procedures.

Procurement of and payment for aircraft services - The only authorized means of payment for aircraft services is by use of OAS-23 Form or through approved cooperative interagency agreements for Forest Service approved vendors. The use of GTR'S, purchase orders, government credit card (Visa), or non-OAS contracts is prohibited. Any Bureau employee who procure aircraft outside of the OAS-23 in approved interagency agreement, may be held responsible for payment for the services.,

The OAS-23 Form reports use of aircraft under OAS contracts and rental agreements to the OAS Division of Finance. OAS Finance pays the vendor for services performed and OPAC bills the user against the account specified on the OAS-23. Attachment 3 to this plan is an example OAS-23 Form that has been completed to pay a vendor for aircraft service at an Agency in the Minneapolis Area. Also included in Attachment 3 are the OAS instructions for @g out the OAS-23 Form.

Attachment 4 is an example of OAS rental aircraft source lists for Minnesota, Wisconsin, and Michigan which show vendors, type of aircraft and capabilities. This source list is sent out monthly by OAS to Area/Agency Aviation Officers. Check with the Area/Agency Aviation Officer for a current OAS rental aircraft list, prior to aircraft use.

g. Operation guidelines -

1. All aircraft used on Bureau business must have a current Aircraft Data Card on board (OAS-47 Form, interagency card, see Attachment 4).
2. All pilots of aircraft used on Bureau business must have a current identification card (OAS-30A or 30B Form, interagency cards, see Attachment 5).
3. Instrument flight is not allowed in single engine fixed-wing aircraft.
4. Night flights (more that 30 minutes prior to sunrise or 30 minutes after sunset) are not allowed in single engine aircraft.
5. No flights below 500 feet AGL (special use) are allowed without approval of the Agency, Area, or Regional Aviation Officer.
6. Without conditions, the following people may travel in government aircraft on official business: Federal employees on official business; Members of Congress or their staff; and non-Federal passengers when their flight enhances accomplishment of the Bureau's project or mission (e.g. contractors, county or state employees, etc.).
7. Conditioned upon space availability on a government aircraft on official business, the local line officer's approval and the passenger signing a release of claims, the following people may travel in government aircraft; employees of the Federal government and member of their immediate family traveling for their personal convenience.
8. All aircraft used (commercial air carriers like Northwest, etc. are excepted) must be ordered through the local Aviation Officer or his/her designated representative.
9. Flight plans or flight following are required for all flights. In most instances, use of aircraft will be for point-to-point travel which does not require action by the Bureau. For this type of flight, the flight plan the pilot files with the Federal Aviation Association (FAA) and normal enroute position reporting to air traffic control facilities is sufficient. In cases where aircraft are used for resource for wildfire suppression projects, arrangements will have to be made to provide for local flight plans and flight following to ensure aircraft to ground communications at no less than 15 minute intervals.
10. All Aviation accidents and incidents must be reported using the Department of the Interior, OAS, Aircraft Mishap Information System (AMIS). There are specific OAS Forms that must be used and reporting time requirements that must be met. Reference Departmental Manual 352-6 for explicit guidelines and requirements for contact the Agency, Area, or Regional Aviation Officers for assistance if you believe an accident or incident has taken place.